

APPENDIX G

CHECKLIST OF KEY SPECIAL CDBG REQUIREMENTS FOR FFY 2008 CDBG HOUSING & NEIGHBORHOOD RENEWAL PROJECTS

You will find all of the Special CDBG Requirements identified and explained in the Application Guidelines in Chapter V, which needs to be studied very carefully study. Note that not all special requirements apply to all projects being proposed. **The right-hand column** of the chart below informs applicants where the special requirements are addressed in the *Fall, 2007 CDBG Housing And Neighborhood Renewal Facilities Application Guidelines* and in the *Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs (2006-2007 Edition)*.

In Chapter V of these Application Guidelines, you will find: (a) details concerning each of the five ranking criteria that you need to address, (b) a listing of each of the specific application ranking questions and issues that you need to address, and (c) references to various appendices that you will need to use to respond to the application issues that are relevant to your application. Call CDBG for further any clarifications you might need. Thoroughly respond to each of the applicable ranking questions and issues listed and to each requirement listed under each of the five ranking criteria and you will have an application that meets all CDBG Special Requirements.

INSTRUCTIONS FOR COMPLETING APPENDIX G: The left-hand column on the form below **must be filled out, as applicable, by grant applicants.** Applicants must cite the *page reference in their application* where the Special Requirements are addressed – or list “NA” if not a requirement is not applicable. (If you’re not sure that a requirement is “not applicable,” contact CDBG staff.)

The following is a checklist of key Special Requirements for CDBG applicants for housing and neighborhood renewal projects. The Appendix G checklist does **not** list all of the requirements that project must address. Please see Chapter V for complete details.

<u>Cite page reference in your application</u> -- or indicate that the requirement is <u>Not Applicable (NA)</u>	<i>SPECIAL REQUIREMENTS FOR HOUSING & NEIGHBORHOOD RENEWAL PROJECTS</i>	Page references in the <i>Fall, 2007 CDBG Application Guidelines</i> and/or in the <i>2006-2007 Uniform Application</i>
	1. <i>Special Requirements for ALL Housing and Neighborhood Renewal Projects</i>	23-26
	Summary of Local Housing Project Policies and Procedures that the project will be using to guide and manage project activities	23-24, 50
	Assure Affordability of Rents & Loan Repayments	24-25, 59-60
	HUD’s Lead-Based Paint Requirements for Housing Projects	25-26, 67; <i>Appendix I</i> ; and <i>Uniform Application (page 43)</i>

<u>Cite page reference in your application</u> -- or indicate that the Requirement is Not Applicable (N/A).	<u>SPECIAL REQUIREMENTS FOR HOUSING & NEIGHBORHOOD RENEWAL PROJECTS</u>	Page references in the <i>Fall, 2007 CDBG Application Guidelines</i> and/or in the <i>2006-2007 Uniform Application</i>
	2. Special Requirements for Projects Involving New Housing Construction or Rehabilitation of An Existing Building	26-29
	New Housing Construction	21, 26, 46 and <i>Appendix S</i>
	Rehabilitation of Existing Buildings	21, 23 (7-9), 26-27, 46, 53 (#6), 54; and <i>Appendix S</i>
	Preliminary Architectural Report (PAR); and Detailed Cost Estimates	27, 45, 52 (A.2), 63 (E), 66(B); and <i>Appendix S</i>
	For Multi-Family Housing -- Cash Flow Analysis, with: (1) <u>Budget Narrative</u> and (2) <u>Justification of Line Items and Budget Assumptions</u>	27-28, 30; <i>Appendix N</i> ; and <i>Uniform Housing Application</i> (Sections A, B, C, and D and Sections C-III through C-VI)
	3. Special Requirements Concerning Code and Standards Enforcement	29-30
	4. Special Requirements Concerning Projects Involving Non-Profit or For-Profit Organizations as Involved Partners	30, 45-46, 49, 55, 64; and <i>Appendix N</i>
	5. Encouragement for Certified Regional Development Corporation Resolution of Support for the Project (where applicable)	31, <i>Appendix V</i>

<u>Cite page reference in your application</u> -- or indicate that the Requirement is Not Applicable (N/A).	<u>SPECIAL REQUIREMENTS FOR HOUSING & NEIGHBORHOOD RENEWAL PROJECTS</u>	Page references in the <i>Fall, 2007 CDBG Application Guidelines</i> and/or in the <i>2006-2007 Uniform Application</i>
	<u>RANKING CRITERION 1: COMMUNITY PLANNING AND CITIZEN PARTICIPATION</u>	34-43
	Community Development Planning	34-37, 41
	Citizen Participation, Community Support and Public Hearings	37-40, 41-42; and <i>Appendix H</i>
	National and State CDBG Objectives	2, 42-43; <i>Appendix B</i> and <i>Appendix C</i>
	<u>RANKING CRITERION 2: NEED</u>	44-49
	Need for the CDBG Project	44, 47-48
	Need for CDBG Financial Assistance to carry out the project	44-45, 48
	<i>Housing Rehabilitation Projects:</i> 1. Housing Data Summary Form 2. Data on the Structural Condition of Housing and Other Buildings in the Proposed Project Area	45; and <i>Appendix L, Appendix P</i>
	<i>Housing Projects with Non-profit or For-profit Organizations as Involved partners:</i> 1. Past and Current Method of Operation 2. Future Operation Plan	11, 30, 45-46, 49, 55-56, 64; <i>Appendix N</i> ; and <i>Uniform Housing Application</i> (Sections A, B, C and D)
	Housing Projects without Non-profit or For-profit Organizations as Involved partners	46(C); and <i>Uniform Housing Application</i> (Sections A, B, C and D)
	Construction of a New Building (or) Rehabilitation of an Existing Building Other Than a Single Home	46; and <i>Appendix S</i>

<u>Cite page reference in your application</u> -- or indicate that the Requirement is Not Applicable (N/A).	<u>SPECIAL REQUIREMENTS FOR HOUSING & NEIGHBORHOOD RENEWAL PROJECTS</u>	Page references in the <i>Fall, 2007 CDBG Application Guidelines</i> and/or in the <i>2006-2007 Uniform Application</i>
	<u>RANKING CRITERION 3: PROJECT STRATEGY AND COMMUNITY EFFORTS</u>	50-56
	Summary of Local Housing Project Policies and Procedures that the project will be using	23-24, 50 (#1)
	Limitation on CDBG Funds Per LMI Household or Individual	48, 51, 53 (#7)
	Project Strategy – Applicable to All Proposed Housing Projects	50-51
	Energy Conservation Projects	20-21, 54, 64
	Housing Rehabilitation Projects	21-22, 27, 46, 50 (HUD's Housing Quality Standards)
	Housing Projects to be Managed or Owned by Non-profit Organizations or Housing Authorities, or by For-profit Entities	11, 30, 45-46, 64; and <i>Appendix N</i>
	Community Efforts	50, 55-56
	<u>RANKING CRITERION 4: BENEFIT TO LOW AND MODERATE INCOME PERSONS</u>	57-61
	Narrative response: Description of how the proposed project will principally benefit LMI persons and will comply with CDBG LMI requirements	58 (A), <i>Appendix J</i> and <u><i>Documenting Benefit to Low and Moderate Income Persons</i></u> (2007 Edition)
	Income Survey (if used to document LMI benefit percentage claimed for the project) and Survey documentation	54 [C], 56 [B], 58, 58 (C), 60 (B)

<u>Cite page reference in your application</u> - - or indicate that the Requirement is Not Applicable (N/A).	<u>SPECIAL REQUIREMENTS FOR HOUSING & NEIGHBORHOOD RENEWAL PROJECTS</u>	Page references in the <i>Fall, 2007 CDBG Application Guidelines</i> and/or in the <i>2006-2007 Uniform Application</i>
	<u>RANKING CRITERION 4:</u> <u>BENEFIT TO LOW AND MODERATE INCOME PERSONS</u> <u>(... continued ...)</u>	57-61
	Benefit to LMI Form (Appendix J-6) -- in addition to the required Narrative Response	58 (B); and <i>Appendix J</i> (pages J-1 through J-6)
	Affordability of Rents and Affordability of Loan Repayments	24-25; 55, 59-60
	<u>RANKING CRITERION 5:</u> <u>IMPLEMENTATION AND MANAGEMENT</u>	62-69
	Management Capacity	62-63, 64 (H), 66 (A, B)
	Project Management Plan	62, 63, 66, 67-68; and <i>Appendix M</i>
	Project Implementation Schedule	62, 63, 66; and <i>Appendix M</i>
	<i>Proposed Project Budget</i> -- with <u>both</u> (1) a <i>Budget Narrative</i> (Description and Explanation) <u>and</u> (2) a <i>Justification</i> for all Budget Line Items	62, 48 (B), 49 (C), 63 (E), 66 (B), 67 (E); <i>Appendix D</i> (pages D-4, D-5, D-6); <i>Uniform App</i> (C-I through C-VI); and <i>Appendix N</i>
	<i>Firm Commitment of Funds:</i> Demonstrate <u>either</u> : (1) that firm commitments already exist for any other (non-CDBG) resources to be involved in the project; <u>or</u> (2) that the non-CDBG resources will be available no later than nine months after grant award is announced.	53 (#9), 55 (E.1), 62; and <i>Appendix O</i>

<p><u>Cite page reference in your application</u> - - or indicate that the Requirement is Not Applicable (N/A).</p>	<p align="center"><u>SPECIAL REQUIREMENTS FOR HOUSING & NEIGHBORHOOD RENEWAL PROJECTS</u></p>	<p>Page references in the <i>Fall, 2007 CDBG Application Guidelines</i> and/or in the <i>2006-2007 Uniform Application</i></p>
	<p align="center"><u>RANKING CRITERION 5: IMPLEMENTATION AND MANAGEMENT</u> (... continued ...)</p>	<p>62-69</p>
	<p><i>Environmental Checklist</i> (<u>2006 updated and expanded version</u>):</p> <p>For each of the checklist items, complete the “<i>Comments/Sources</i>” portion with a narrative that:</p> <p>(1) describes relevant information; and</p> <p>(2) identifies the information source used and consulted in responding to that environmental issue.</p>	<p>64, 67 (D); and <i>Uniform Housing Application</i> (Section D, Environmental)</p>
	<p>Applications submitted on Behalf of ~ Non-profit Organizations or ~ For-profit Organizations</p>	<p>30, 64, 68; and <i>Appendix N</i></p>
	<p>Benefits and Impacts to Low and Moderate Income Persons</p>	<p>34, 41 (A.1, A.6), 42 (3.d), 47-48 (A.3, B.4), 51 (#3), 53 (#7)</p>
	<p>Documentation or explanation of procurement of Consultant Services (to manage project administration and/or project activities on behalf of the applicant)</p>	<p>68 (G)</p>
	<p>CDBG “Program Income”: -- from past CDBG projects -- from the proposed project</p>	<p>25, 64, 65; and <i>CDBG Program Income/Revolving Loan Fund</i> handbook</p>
	<p>Acquisition, Demolition and Relocation</p> <p>The applicant must provide a plan addressing the administrative and technical issues, mechanisms and procedures that will be involved in carrying out any proposed acquisition, demolition, or relocation activities.</p>	<p>64, Appendix U</p>

<u>Cite page reference in your application</u> - - or indicate that the Requirement is Not Applicable (N/A).	<u>SPECIAL REQUIREMENTS FOR HOUSING & NEIGHBORHOOD RENEWAL PROJECTS</u>	Page references in the <i>Fall, 2007 CDBG Application Guidelines</i> and/or in the <i>2006-2007 Uniform Application</i>
	<u>RANKING CRITERION 5: IMPLEMENTATION AND MANAGEMENT</u> (... continued ...)	62-69
	Energy Conservation Activities: Applicants must include a plan for coordination between the local Human Resource Development Council and the local government to coordinate any LIEAP/LIWAP energy weatherization assistance activities proposed.	20, 64-65
	<i>Long-term Management:</i>	62-63, 66, 67-68 (E)
	1. For housing projects involving long-term management of housing facilities	67-68; and <i>Appendix N</i>
	2. For housing projects involving non-profit or for-profit organizations	11, 30, 49, 55(D), 64 (H), 68(E.2); <i>Appendix N</i>
	Status of <u>Past</u> CDBG-funded Projects and Status of <u>Current</u> CDBG-Funded Projects	68-69